

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA**

CHAPTER 7, 11, 12 AND 13 CASE FILING CHECKLIST

MINIMUM REQUIREMENTS:

REFERENCE

- ☐ **NOTICE TO INDIVIDUAL CONSUMER DEBTOR(S)**
[Individuals only; not required in Chapter 12; original only; signed by debtor(s)]
Local Rules 1002-2 & 5005-1
- ☐ **VOLUNTARY PETITION**
[Official Form 1; original + 3 copies - 5 copies if Chapter 11; signed by attorney and debtor(s)-perjury]
FRBP 1002
Local Rules 1002-1, 1007-1 & 5005-1
- ☐ **EXHIBIT A** - only if Chapter 11 corporation
- ☐ **EXHIBIT B** - only if Chapter 7 individual
- ☐ **CORPORATE RESOLUTION** - only if corporation
Local Rules 1074-1 & 5005-1
- ☐ **DECLARATION OF DIVISIONAL VENUE**
[Completed; original only; signed by attorney or pro se debtor(s)]
Local Rules 1014-2 & 5005-1
- ☐ **FEE:\$**
[Signed check, money order or cash; if pro se, must be cash or money order; payable to "Clerk, U.S. Bankruptcy Court"; if individual, debtor(s) may file "Application to Pay Filing Fee In Installments- Eastern District of Virginia"; if debtor still owes a filing fee or portion thereof for a previously filed petition, payment in full of past due amount]; **PAYMENT DUE AT TIME OF FILING**
28 U.S.C. 1930
Local Rules 1006-1 & 5005-1
- ☐ **LIST OF CREDITORS [MAILING MATRIX] WITH COVER SHEET**
[Format specified by Clerk's Office for scanning; signed by debtor(s)-perjury; original only]
Local Rule 5005-1
- ☐ **CHAPTER 11: LIST OF CREDITORS HOLDING 20 LARGEST UNSECURED CLAIMS**
[Official Form 4; original + 5 copies; signed by debtor(s) and dated-perjury] ; **LIST DUE AT TIME FILING**
FRBP 1007
Local Rules 1007-1 & 5005-1

DEPUTY CLERK TO GIVE COPY OF LOCAL RULE(S) 1007-1, 1007-3, 3015-1 and/or 3015-2, AS APPLICABLE, TO ATTORNEY/DEBTOR IF FILING NOT ACCOMPANIED BY THE FOLLOWING AT TIME OF FILING. LR 1007-1 statements/schedules and Chapter 13 Plan shall be filed by debtor(s) within **15** days after order of relief; LR 1007-3 statement within **30** days after petition filed or before 341 meeting, whichever is earlier; Chapter 12 Plan shall be filed within **90** days after order for relief; disclosure statement of bankruptcy petition preparer shall be filed within **10** days after petition filed.

COMPLETION OF CASE FILING

REFERENCE

- ☐ **OFFICIAL FORM 6 SCHEDULES**
FRBP 1007
Local Rules 1007-1 & 5005-1
- ☐ * **SUMMARY OF SCHEDULES**
- ☐ * **SCHEDULE A - REAL PROPERTY**
- ☐ * **SCHEDULE B - PERSONAL PROPERTY**
- ☐ * **SCHEDULE C - PROPERTY CLAIMED AS EXEMPT**
- ☐ * **SCHEDULE D - CREDITORS HOLDING SECURED CLAIMS**
- ☐ * **SCHEDULE E - CREDITORS HOLDING UNSECURED CLAIMS**
- ☐ * **SCHEDULE F - CREDITORS HOLDING UNSECURED NONPRIORITY CLAIMS**
- ☐ * **SCHEDULE G - EXECUTORY CONTRACTS AND UNEXPIRED LEASES**
- ☐ * **SCHEDULE H - CODEBTORS**
- ☐ * **SCHEDULE I - CURRENT INCOME OF INDIVIDUAL DEBTOR(S)**
- ☐ * **SCHEDULE J - CURRENT EXPENDITURES OF INDIVIDUAL DEBTOR(S)**
[Original & 3 copies - 5 copies if Chapter 11, signed by debtor(s)-perjury]
- [Note: Summary and Schedules A through J should be filed for all cases; no Official Form prescribed for Schedules I and J for corporations/partnerships; if a schedule is not applicable, so state on said schedule]
- ☐ **STATEMENT OF FINANCIAL AFFAIRS**
[Official Form 7]
FRBP 1007
Local Rules 1007-1 & 5005-1
- ☐ [Original & 3 copies - 5 copies if Chapter 11, signed by debtor(s)-perjury]
- ☐ **CHAPTER 7 INDIVIDUAL DEBTOR'S STATEMENT OF INTENTION**
[Official Form 8; original + 3 copies; signed by debtor(s); filed within 30 days or by 341 meeting, whichever is earlier]
FRBP 1007
Local Rules 1007-3 & 5005-1
- ☐ **CHAPTER 11 LIST OF EQUITY SECURITY HOLDERS**
[Original + 5 copies; signed by debtor(s) and dated-perjury; include names, addresses, number and kind of interests]
FRBP 1007
Local Rules 1007-1 & 5005-1
- ☐ **CHAPTER 12 PLAN/CHAPTER 13 PLAN**
[Chapter 12 - original + 2 copies; Chapter 13 - original + 1 copy; signed by debtor(s) and dated; Chapter 13 Plan - form approved by the Court, accompanied by proof of service]
FRBP 3015
Local Rules 3015-1, 3015-2 & 5005-1
- ☐ **DISCLOSURE STATEMENT OF ATTORNEY/BANKRUPTCY PETITION PREPARER**
[Original only with certificate of service; signed by attorney/bankruptcy petition preparer]
FRBP 2016; 11 U.S.C. 110(h)(1)
Local Rule 1007-1, 2016-1(B) & 5005-1

NOTE: Only the originals need be signed and verified, but copies must be conformed to the originals